

## PETERSFIELD TOWN COUNCIL

Minutes of a Meeting of the Public Halls Committee held in the Council Chamber, Town Hall, Petersfield, on Monday 13<sup>th</sup> June 2016 at 6.30 p.m.

**PRESENT** Cllr Mrs H Ayer (Chairman), Cllr P Humphries, Cllr Mrs V Morgans, Cllr J Palmer, Cllr Ms M Vincent and Cllr G Watkinson

**Also in attendance:** Mr N Hitch (Town Clerk), Mr Jon Tucker (Festival Hall Manager), Mr S Field (Committees Manager) and Mrs M Vincent. There were 7 members of the public and no press present.

### **PH 0057** CHAIRMAN'S COMMENTS

The Chairman commented that it had been a busy weekend with the Salvation Army event on the Saturday, and the PTC Picnic on the Heath on Sunday. The Sunday crew got wet but refreshments provided by Plump Duck were very much appreciated

### **PH 0058** APOLOGIES FOR ABSENCE

There were no apologies

### **PH 0059** ELECTION OF DEPUTY CHAIRMAN

Cllr P Humphries put himself forward as a nomination for the Deputy Chairman. As there were no other nominations, members approved and seconded the nomination.

**RESOLVED:** That Cllr P Humphries be elected as the Deputy Chairman of the Public Halls Committee

### **PH 0060** DISPENSATION UNDER SECTION 33 OF THE LOCALISM ACT 2011

No requests for dispensation were received

### **PH 0061** DECLARATIONS OF INTEREST

There were no declarations of interest

### **PH 0062** APPROVAL OF MINUTES

The Public Halls Committee minutes of the meeting held on the 9<sup>th</sup> May 2016, previously circulated, were approved.

**RESOLVED:** that the Minutes of the Meeting of the Public Halls Committee, held on 9<sup>th</sup> May 2016, be approved

**PUBLIC REPRESENTATION**

Mr S Auty distributed notes regarding the approach to 'The Proposed Festival Hall Extension', on behalf of the Petersfield Performing Arts Federation (PPAF). Mr Auty noted that this was the first major change in 30 years, and he had spent a lot of time in the hall during this time, and had gained a lot of experience. Mr Auty urged the members to consider a full investigation into what was required before any changes were made, and asked members to consider a working party so that a strategic plan could be formulated, before any engagement of an architect or consultant. Consideration would need to be given on how any re-development would affect the current Festival Hall users. A full report of ideas are provided (*report attached as appendix A*)

Members raised a question regarding what the issue was with the current seating? Mr Auty noted that knee room was an issue, as well as the raised seating often not being close enough to the performances. Members suggested that the needs for a new kitchen may drive the timescale, and that Mr Auty's concerns regarding the perceived approach being taken to this work were actually not as far apart than what he may suspect.

**PRESENTATION BY THE KINGS ARMS**

Mr T Dowdesdell reaffirmed their choice of building on the Avenue in conjunction with the Avenue Pavilion. A number of points needed clarification as follows:

- The need for 500 sq metres of floor space
- Separate access to own building
- Agree leased land costs
- Number of years lease

Mr T Dowdesdell handed out a report which provided details of this information and other areas that would need to be considered by the Council, to enable the project to move forward.

Other information that was provided and discussed was as follows:

- Petanque court would need to be re-sited before any work started
- Current opening hours of the Kings Arms is 9-9 weekdays, am only Saturdays, and not open on Sundays. Members said that they would be looking for this space to be used fully at weekends as required
- Internal layout would be one large open space area with flexible walls in all other areas. This would be vital should the Kings Arms ever cease to exist or move out
- Mainly used by Kings Arms, but other groups can use the building, as long as they match the values and aims of the Kings Arms (*attached as appendix B*)
- Kings Arms already have £480,000 which was donated to them for the purpose of building work. It was estimated that another 1.5 million would need to be raised

- Kings Arms is supported by all the churches in Petersfield, but provides for young people of all faiths and none
- Members recognised that the Christian backbone to the Kings Arms was not so prominent in the day to day running of the Kings Arms
- Members suggested that one possibility for rental payments to the lease period would be that these could be implemented once the Mortgage had been paid

**RESOLVED:** that a working party of Cllr Mrs H Ayer, Cllr P Humphries, Town Clerk, KA Trustee, and KA Architect be created to take forward the plans for a new combined building to replace the Avenue Pavilion and to explore the viability of the project

**PH 0065**      **FESTIVAL HALL MANAGER'S REPORT**

Members received and noted the Festival Hall Manager's report for May 2016. (*attached as Appendix C*). The Festival Hall Manager noted that the Lighting Desk was becoming difficult to maintain, and would need to be replaced soon. The Town Clerk mentioned that next steps would need to be considered if the current works being carried out are successful in addressing the ingress issues.

**RESOLVED:** that the Festival Hall Manager explore costs for a compatible replacement to the lighting desk and report this to the next meeting

**PH 0066**      **UTILITY REPORTS FROM AUDITEL**

Members received and approved the monthly utility reports from Auditel for the Festival Hall for the month of April (*attached as Appendix D*)

**PH 0067**      **FESTIVAL HALL EXTENSION UPDATE**

Members received two reports from members of the Public Halls Committee and it was agreed that all members would be asked to make further contributions before the deadline of 20<sup>th</sup> June.

**RESOLVED:** that all members be invited to submit their (ideas) suggestions on potential uses for the proposed ground floor and first floor extension for the Festival Hall to the Office & Committee Manager by 20th June, so that all final ideas can be presented to the Public Halls July Meeting

**RESOLVED:** that we approach a suitable architect. This would seek expressions of interest from suitable architects for ideas for the long term vision and future of the Festival Hall before full council and theatre consultants are approached

**PH 0068**      **AVENUE PAVILION AND FESTIVAL HALL USERS MEETING**

**RESOLVED:** that both user groups will meet in the Rose Room on 3<sup>rd</sup> August from 6.30 pm in one meeting

**PH 0069**      **CONDITION OF LOVE LANE PAVILION ROOF**

Members received a report from the Town Clerk regarding the condition of Love Lane Pavilion Roof, and a detailed solution to replace the roof.

Members enquired as to how long the Love Lane Pavilion is likely to be required, considering the possibilities of a new Community building being erected in Love Lane. It was the view of the Town Clerk that this would not take place for another 5-10 years, as this was likely to happen towards the end of the Petersfield Neighbourhood Plans time frame

**RECOMMENDATION:** That 3 quotes are obtained, ensuring that they adhere to the overlap and gauge requirements relevant to the pitch of roof in accordance with Cambrian Slate guidelines. General Reserves are available, and due to the urgency of the work required, the decision of which contractor is to carry out the work, will be decided by the Town Mayor, Chairman of Public Halls Committee, Chairman of Finance and General Purposes Committee, and the Town Clerk

**PH 0070**      **ELECTRICAL INSPECTION OF FESTIVAL HALL**

Members received two quotes for an Electrical Inspection of the Festival Hall. After some discussion, it was

**RESOLVED:** that contractor A - Taylor Durant at a cost of £2160 be approved to carry out the work

There followed an agreed suspension of Standing Orders by members to allow Mr M Finch to speak.

Mr Finch wished to raise his concern about seeing public money 'wasted' on the contracting of an architect, before accepting the free theatre consultancy that was being offered by a highly renowned company and individual. Mr Finch strongly urged members to reconsider their resolution, and take the advice from the theatre consultant in the first instance, as this advice would be valuable for the long term. There are very specific requirements and needs that need to be considered if rooms are to be used for rehearsals etc.

After discussion amongst members, it was decided that the initial needs was to explore the space and costs of an initial phase with the architects as described in PH 0067

**CONFIDENTIAL**

There were no confidential matters.

*There being no further business, the meeting closed at 8.50 pm.*

## The Proposed Festival Hall Extension

### INTRODUCTION

This note, written by Simon Auty on the behalf of the Petersfield Performing Arts Federation (PPAF), is submitted to Petersfield Town Council as a contribution to the continuing debate on the proposal for an extension to the Festival Hall.

For the convenience of readers I have appended a previous note (dated 2016-04-04) that was circulated with the Agenda of the Public Halls Committee held on 11<sup>th</sup> April.

There has been one subsequent meeting of the Halls Committee (on 9<sup>th</sup> May). At the time of writing no minutes of this meeting have been published on the Council's website.

### REQUIRED ACTIONS *BEFORE* BRIEFING THE DESIGNER OF THE EXTENSION

There is currently no public indication that the Council intends to consider the long term requirements for the building's two functions (Council headquarters and performance/ event venue) prior to engaging an architect or designer for the extension. This seems very short-sighted; it will almost certainly make the achievement of future enhancements more difficult and more expensive.

Answers to (at least) the following questions are needed, and will form an essential part of the brief to the designer of the extension.

- How is the space within the whole building to be allocated between the two functions?  
(Note that acoustic separation of the two functions is critical.)
  - How are these respective space requirements likely to change over the years?  
(Bearing in mind the community feedback (reported in the Neighbourhood Plan) that the building should be entirely for community use.)
- What circulation routes (for both people and goods/equipment) are needed within and between the extension and the existing building?
- What solution to the problem of Actor/Audience relationship and seating is envisaged?  
(This information is needed if, as has been suggested, the extension will include a new performance control room or rooms.)

The PPAF can provide information about the needs for performance, but those who use the Hall for other types of event should be consulted to find out if their current and future needs will be met.

### OTHER INFORMATION TO BE INCLUDED IN THE DESIGN BRIEF

As well as answers to the above questions, the brief needs to identify which of the issues listed in the appended previous note will be dealt with at the same time as the construction of the extension. (Noting that the solutions to some of these problems will require space within the extension, and others will involve changes to the remainder of the building.)

For example the extension could provide space for:

- Ventilation plant
- A small-hall/rehearsal-room

- Additional dressing rooms
- Equipment storage

The brief will need to make clear that control of services (lighting, heating, alarms etc.) must be separate for the two building functions. This is necessary even if full separation within the remainder of the building is not achieved initially.

#### THE NEED FOR SPECIALIST ADVICE ON PERFORMANCE-RELATED FUNCTIONS

The design brief for the extension, and the proposed design itself should be reviewed by a professional theatre consultant to ensure that the special requirements for performance space are met.

#### THE NEED FOR A COMMITTEE/WORKING PARTY TO DETERMINE REQUIREMENTS

The best way to collect and prioritise the various requirements to be met by improvements to the building would be to set up a small group comprising representatives of all the building's users and ask them to report back within, say, two months.

The report from the group should be a recommendation to the Council on the content of the brief to the designer of the extension. The group should be allowed to open initial discussions with consultants or contractors so as to clarify matters of feasibility. However they should not be allowed to initiate any contracts or spend money.

The group could also be asked to prepare a strategic plan for the longer term, but this should not delay the recommendations for the design brief.

## A Development Plan for the Petersfield Festival Hall

### SCOPE

This document is intended to provide guidance for Petersfield Town Council on the development of the Performance and Event Venue aspects of the Festival Hall. It does not consider aspects of the building related to its function as the Council's Head Office.

This first version, written by Simon Auty, is submitted to the Council on the behalf of the Petersfield Performing Arts Federation.

### INTRODUCTION

This wonderful 1930s building is the result of the vision of Harry Roberts to provide a venue for the Petersfield Musical Festival, and it continues to provide a home for the Festival as well a many other performances and events. Over the years successive Councils have invested in its performance facilities which compare favourably with those of other venues in the local area. Recently this has led to hiring by dance and drama groups based well outside the Town. Audiences are drawn to events at the Hall from a wide surrounding area.

The likely receipt of funds from land sale and the Community Infrastructure Levy on new developments, together with the physical deterioration of the 'temporary' extension that houses the kitchen and meeting room, have led to the decision to start making plans for major improvements to the Festival Hall. If this project proceeds, it will be the first major alteration to the building, for thirty years. The last major addition was in the early 1980s and considerably enhanced the facilities for performances.

### THE 'BIG PICTURE'

The Petersfield Neighbourhood Plan recognises the status of the Festival Hall as a performance venue and guards against development that would be detrimental to this function, or its enhancement. The Plan also notes the strong public feeling that the building should be for community use.

There needs to be a long-term vision for the Hall as a first-class venue for performances, exhibitions, conferences and events. This will most likely be achieved by a process of 'incremental development'. We are unlikely to have the funds to achieve this ultimate destination in one project; but, we must make sure that what we do now does not prejudice future progress toward that destination.

The design of a building for performance is a specialised discipline requiring an understanding of many interlocking functions. It is easy for non-specialists to make expensive mistakes. Serious consideration should be given to employing a theatre consultant to assist in the specification of the work.

In the following sections I list possible improvements, and show how they eliminate current areas of difficulty. I hope it will be possible to include at least some of them in the next improvement project.

## REHEARSAL SPACE/STUDIO

In the 1960s the room in the South-West corner of the first floor had a small stage and was known as the 'Small Town Hall'. Not all events need the large space of the main Hall. A smaller space for small-scale events and rehearsals would greatly enhance the available facilities.

## ACCOMMODATION FOR PERFORMERS

### Problem:

The present dressing room accommodation is completely inadequate for 'large cast' events such as the Music Festival and dance-school shows. The present back-stage toilets are barely adequate for musical theatre similar productions (and completely inadequate for larger events).

### Solution:

More dressing room space and toilets must be provided. The needs of 'large-casts' must be recognised, but some compromise is acceptable; for example a rehearsal/studio space could be used to accommodate performers and should have appropriate access to the main hall without passing through 'front-of-house'. (See backstage circulation below.)

## ACTOR/AUDIENCE RELATIONSHIP AND SEATING

### Problem:

The fact that the full audience capacity of the Hall can only be achieved by locating a significant proportion of the audience seating on the flat floor is very unsatisfactory. Audience members prefer the tiered seating, even though the leg room is very poor and the tiers are more distant from the stage.

When the full capacity is not needed (as is usually the case for plays) the number of seats on the flat floor is usually reduced, and the action moved to the space in front of the stage.

Re-configuration of the seating layout is needed for different performances and this is currently very labour intensive.

Different types of performance use different positions for the front of the performance area; but the fixed stage and house-curtains often make this difficult.

### Solution:

Re-design the tiered seating to allow more audience leg-room, and to accommodate different layouts, including 'thrust-stage' and 'in the round'. The design of the sight lines needs to be carefully considered, and not all rows need be the same length. However the ability to have an unobstructed flat floor over a substantial part of the Hall should probably be retained.

Seating should be designed for ease of re-configuration without undue manual handling.

The fixed raised stage, and the fixed position of the house curtain could be eliminated. More flying bars should be added over the area in front of the existing stage to allow flexibility of the size of the acting area.



## **'BACKSTAGE' CIRCULATION**

### **Problem:**

It is not possible to get from the sound control room to other backstage areas without passing through the auditorium. And, it is not possible for performers to get from the dressing rooms to the rear of the auditorium without passing through the foyer.

### **Solution:**

Provide access between all 'backstage' areas that does not involve passage through 'front-of-house' areas. And, allow access from 'backstage' to all sides of the Hall.

## **STORAGE SPACE**

### **Problem:**

Storage space is needed for unused seating and 'flight cases' etc. used to deliver technical equipment for an event.

### **Solution:**

Provide storage areas with level access to the performance area suitable for wheeled cases and trolleys.

## **CONTROL ROOMS**

### **Problem:**

The present sound control room is not suitable for concerts and musical theatre where the sound operator needs to hear the performance properly by being in the same room as the audience.

Because the lighting and sound control rooms are separate it is not possible for one operator to deal with both, unless equipment is physically moved between rooms

### **Solution:**

Build a large, open-fronted control area at the rear of the back row of the tiered seating. The opening to the auditorium must be large, so that a sound operator can hear the performance as the audience hear it. Ideally it should be possible to close the opening for security when not in use.

Provision for lighting control and stage management should be made in this area, but it may be preferable to use the existing control 'pods' for these two functions, so as not to disturb the sound operator, or the audience.

## **ALL LIGHTING AND SCENERY BARS TO BE LOWERABLE**

### **Problem:**

The existing bars in front of the stage are fixed. This means that rigging of lights and scenery involves working at height.

### **Solution:**

Fit electric winches to these bars (possible similar to the recently-installed winch on the 'pelmet' bar).

## STAGE LIGHTING

### Problem:

Much of the existing installation, including dimmers and wiring, dates back more than thirty years and is unlikely to last much longer.

The old technology of the dimmers means that they generate acoustic noise. This is exacerbated by the fact that half the dimmers are installed in the performance area.

The 15 A connectors used for lighting circuits are no longer appropriate. They will become increasingly expensive and hard to obtain because industry has now changed to 16 A 'CEEform' connectors, which are readily available.

The number of dimmers is now inadequate for all but the simplest events.

### Solution:

Install new 'sine-wave' dimmers, possibly at the location of the existing 'Front-of-House' dimmers. Sufficient dimmers should be installed to enable every socket outlet to have its own dimmer. (Thus eliminating the existing cumbersome 'patching' connections.) Replace all the existing lighting sockets on lighting bars with 16 A connectors.

This could be combined with the provision of additional, lowerable bars as described above.

## FOLLOW-SPOT POSITIONS

### Problem:

Existing positions used for follow-spots are too low to give a proper lighting angle, and it is not possible to have two spots arranged symmetrically at the same height.

### Solution:

Provide two follow-spot positions at the same height, as close as possible to the ceiling, at the approximate positions of the existing lighting and sound 'pods'. This will give a good angle for most performance configurations.

## VENTILATION

### Problem:

The existing fans are inadequate to maintain a comfortable temperature in the Hall, and are so noisy that they cannot be used during performance.

### Solution:

Either install a completely new, quiet air handling system; or, if this is not feasible, modify the current fans so that they are quiet enough to run during a concert.

## CENTRALISED CONTROL

### Problem:

At present the changes between different modes of use (e.g. cleaning, rehearsal, performance, lock-up) of the Hall involve a tour of many different locations to switch lights on and off, start or stop fans, open or close blinds or curtains etc.

### Solution:

A centralised control point should be provided, preferably close to the stage, but accessible to those who need to work in the Hall. Means must be provided to prevent unauthorised use of these controls.

An important part of this system will be a stage working light installation, controlled by the stage manager from a performance control point (which may be differently located depending on the type event).

## SCENERY PAINTING

### Problem:

There nowhere near to the stage for washing brushes etc. The existing sink in the 'temporary building' is too far away.

### Solution:

Provide a 'painters' sink close to, and readily accessible from the stage area.

## CONCLUSIONS

The above proposals involve different areas of the building and vary widely in difficulty and cost. The choice of items to be included in the next development project will not be easy. However, a wide-ranging and forward-looking development plan for the building is essential, and short-term solutions that preclude desirable future developments must be avoided at all costs.

If the primary focus of the next project is the replacement of the 'temporary' kitchen and meeting room, it would seem that building the new control room, and the provision of extra storage space could easily be included. Replacement and improvement of the tiered seating will affect the position of the control room and so, even if re-designed seating is not included in the project, the intended future auditorium configuration must be defined and understood.

Any changes to the 'bricks and mortar' must consider the circulation issue and avoid blocking key routes through the building.

It is essential that the advice of a theatre consultant is taken, as most architects have limited understanding of the special needs of performance spaces.

# VALUES

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## GUIDING VALUES

The work done at the King's Arms is underpinned by the following guiding principles/values:

### Faith:

- defining us by our commonality
- giving purpose, energy, power and love
- bringing together the local churches
- doing it for God and community
- driving the decisions we make

### Growth:

- motivating and challenging to fulfil purpose and potential
- finding space to 'be'
- inspiring opportunities
- supporting growth to maturity
- investing in 'you could' possibilities

### Inclusion:

- being welcoming and approachable
- valuing the person
- showing respect to one another
- encouraging tolerance
- appreciating difference

### Integrity:

- growing reputation
- being accountable
- building trust and honesty
- offering consistency
- doing what you say you do

### Respect:

- valuing yourself, others and the environment
- treating as you would want to be treated
- being a part of community
- showing empathy, care and love
- inspiring self-esteem and confidence

### Quality:

- giving the best we can
- delivering what we set out to
- supplying a required service
- representing high standards
- acting with discernment and wisdom



## Festival Hall Manager's Report

June 2016

### Events

- 16<sup>th</sup> June Petersfield Orchestra
- 23<sup>rd</sup> June EU Referendum
- 24<sup>th</sup>-25<sup>th</sup> June Petersfield Youth Theatre
- 26<sup>th</sup> June The Choir Company
- 1<sup>st</sup> July The Festival for Young People
- 3<sup>rd</sup>- 10<sup>th</sup> July Petersfield Academy of Dance

### Usage

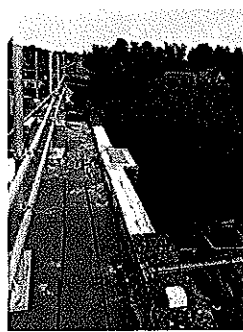
Below are the usage statistics for May.

Standard hours available to hire in May (8am-12am) 496

- |                 |            |                  |
|-----------------|------------|------------------|
| • Festival Hall | 5 bookings | 318 hours booked |
| • Rose Room     | 6 bookings | 81 hours booked  |

### General

- The Genie (MEWP) has had its annual service.
- The work to re-lay the coping stones is now well under way.



### Lighting Desk

- The Council purchased the current ETC ION Lighting desk in 2009. The heart of the desk is essentially a PC running Microsoft Windows XP. This version of Windows is no longer supported by Microsoft so ETC are carrying out a number of software and hardware upgrades to the older desks to enable them to run the newer version Windows 7. Unfortunately I have discovered this week that the Festival Hall desk is now too old to be upgraded.

The desk is still in good working order and ETC will continue to support it for the foreseeable future. We may start getting problems as further updates are released or with obtaining parts if anything goes wrong; I have already been told that the motherboard that the Festival Hall desk uses is getting quite rare and expensive.

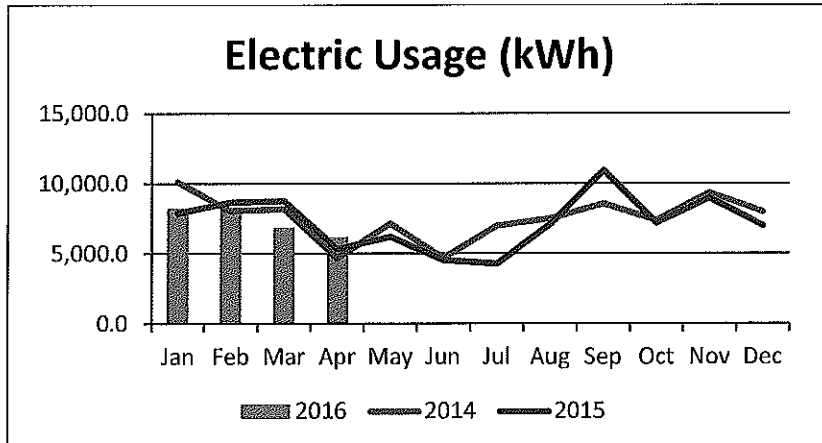
This report is also available to you online at:  
<https://sites.google.com/a/auditel.co.uk/ptc>



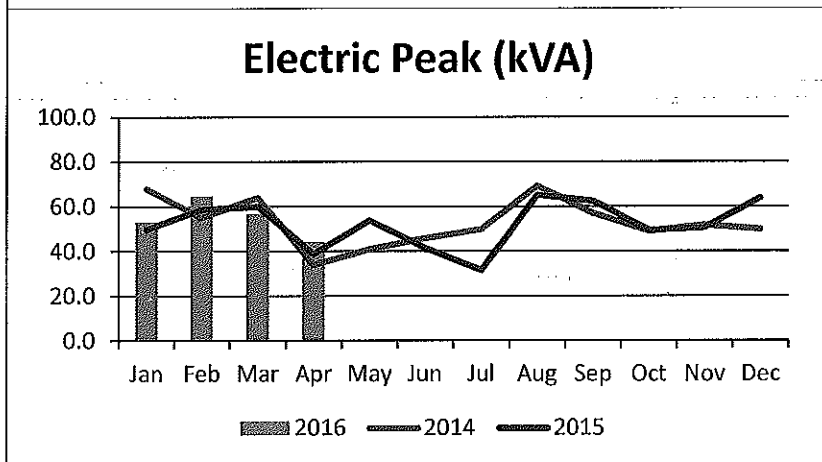
## Petersfield Town Council Auditel Monthly Utility Report – April 2016

### Site: Town Hall

This report is intended to give a short summary of the utility usage at the Town Hall site. Further details or additional information can be obtained from Neil Woolmer.

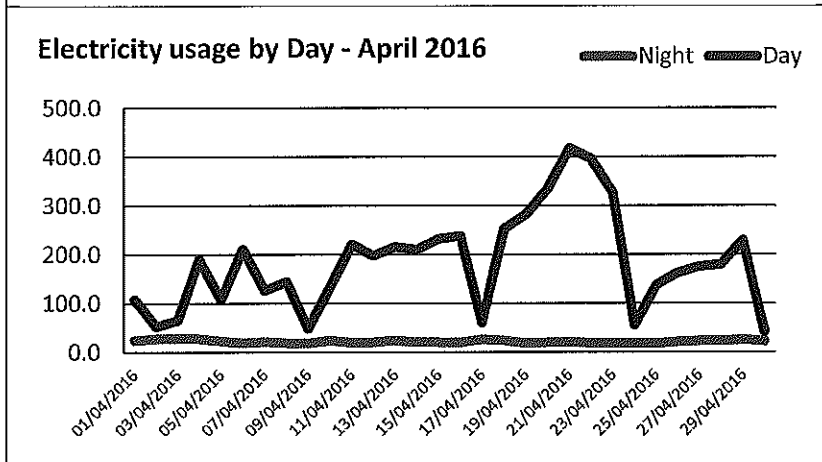


Usage up 16% in April on the previous year.



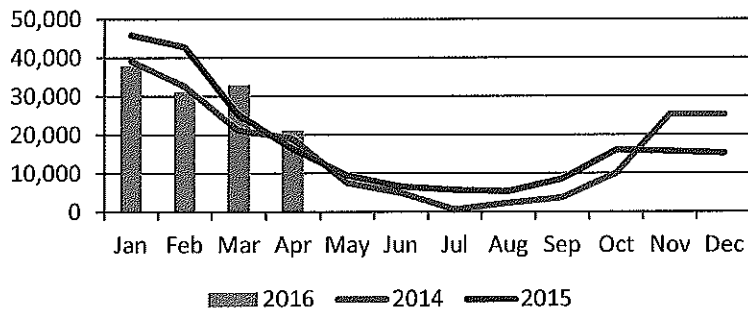
100 kVA Available Capacity

Peak demand was 44.3 kVA in April of the 100 kVA capacity available. Up 14% on the previous year.



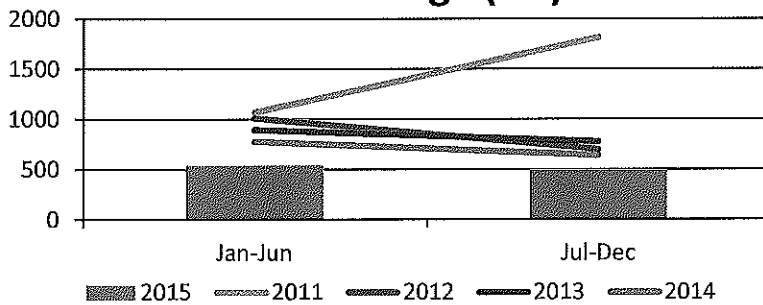
Day and Night kWh usages for April.

### Gas Usage (kWh)



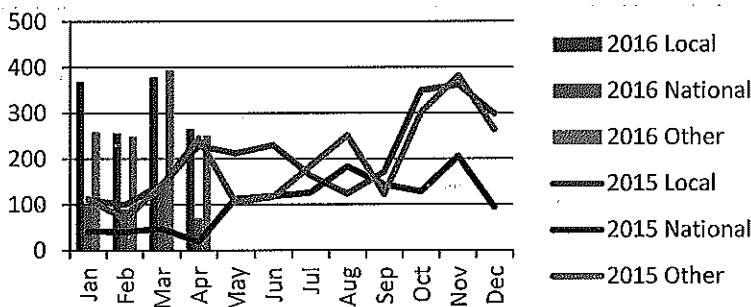
Gas usage was up 29% against April 2015.

### Water Usage (m<sup>3</sup>)



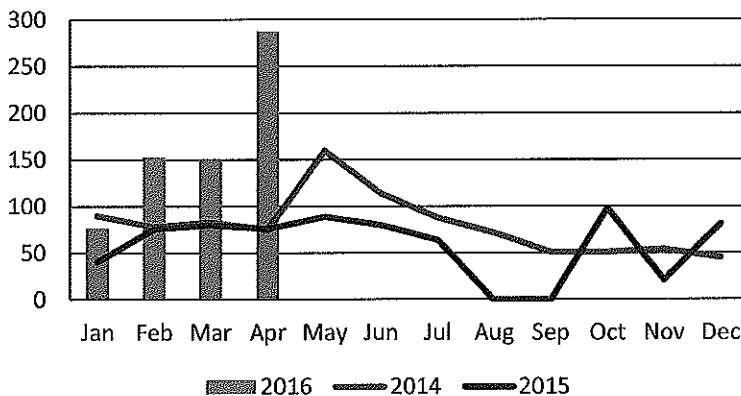
Last 6 months usage 23% lower than same period last year.

### Landline Usage (Mins)



Local & National call usage increased by 17% and 255% respectively and Other Calls were up 2% in April.

### Mobile Usage (Mins)



Was 500 Orange pre purchased minutes switched to O2 during October.

April 2016 minutes used were 279% higher compared to April 2015, the biggest user was number 07765 553311.